

**STATE OF CALIFORNIA  
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT  
DUTY STATEMENT**

|                      |      |                              |                  |
|----------------------|------|------------------------------|------------------|
| Employee Name        |      | Classification               | Position #       |
|                      |      | Associate Management Auditor | 016-170-4159-709 |
| Division/Unit        | Date | Prior Incumbent              | Prior Pos #      |
| Admin/Audit Services |      |                              | 016-170-4159-708 |

**SUMMARY OF RESPONSIBILITIES**

Under general direction of the Staff Management Auditor, the incumbent is responsible for ensuring that federal and state funds administered by the Department of Community Services and Development are expended in compliance with all applicable Federal and State laws and regulations, Office of Management and Budget (OMB) Circulars, and Government Accounting Principals. The incumbent performs audit assignments to assure that funds disbursed to local non-profit and government agencies are used only for those purposes specified in the supporting grants and contracts. The incumbent also is responsible for developing and delivering regular training and technical assistance both to local grantees and to program staff within the department, to ensure adequate knowledge of the fiscal requirements and other financial best practices.

**Essential Functions:**

50% Compliance Responsibilities

- Provide active guidance and opinions to program division managers and program staff to develop on-site monitoring tools and methodologies for random sampling of program and administrative costs, as well as specialized inquiry into areas of potential noncompliance.
- Perform onsite audit reviews of local contractors.
- Develop financial and procurement management policies for the department's local assistance and support expenditures.
- Perform complex and sensitive audit and compliance tasks, including but not limited to administrative enforcement actions to recover disallowed costs, and working with the program division managers to provide timely and effective corrective actions or other recommendations to management to address findings of noncompliance.
- Research and draft policies and procedures on issues of compliance to ensure consistent and objective treatment of findings of noncompliance.
- Respond to audit inquiries from control agencies, including federal and state auditors, and develop and implement corrective actions to eliminate deficiencies identified by those entities.
- Remain knowledgeable of all new federal and state guidance on compliance issues.
- Develop and assist with the implementation of policies and procedures to ensure the department remains in compliance with rules or controlling interpretations.
- Review department contracts and supplemental guidance to ensure that local contractors and vendors are in compliance with all controlling federal and state laws and regulations and departmental fiscal management policies.
- Review and follow-up on A-133 audits submitted by local agencies.

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- Assist with monitoring and reviewing federal and state guidance of the American Recovery and Reinvestment funded programs which are subject to unprecedented levels of transparency and accountability to prevent fraud, waste and abuse.

**25% Training and Technical Assistance**

- Develop and assist with the implementation of programs, training curriculum and other methods that emphasize a “preventive” and proactive approach to potential compliance issues.
- Provide consultation and advice to department staff and local contractors seeking professional judgment of audit matters.
- Provide onsite financial management training to individual local contractors upon request by a program manager or the local contractor.

**25% Related Functions**

- Respond to questions and inquiries from grantees, independent auditors, regulatory agencies, and the federal government.
- Serve as audit liaison with Program staff, grantees and representatives of federal or regulatory agencies assigned in conformance with the Single Audit Act.
- Keep current with all laws and regulations that affect CSD program responsibilities and audit requirements.
- Travel throughout California as needed.
- Perform special reviews on pertinent issues at management’s request, prepare reports on research findings, and draft related recommendations pertaining to issues identified for management’s consideration.

**Performance Expectations:**

- Provide completed, accurate and timely staff work.
- Provide all CSD staff timely and effective customer service, especially to ensure that CSD staffs who work with our local contractors have meaningful guidance from Audit staff when their work involves audit issues.
- Treat all assignments personally given to you by given the Executive Office staff as priority.
- Report weekly to your manager regarding your workload status.
- Keep staff informed of department and unit information.
- Ensure that all program contracts appropriately address audit-related issues, and are updated to reflect changes in controlling law, regulation, OMB circulars or other authorities.
- Remain informed on current audit information and department events.
- Be a team player.
- Be accessible and accountable.
- Report to work and/or meeting on time.
- Treat all staff and agency/contractors with respect.
- Cooperate with your management team and peers.
- Stay informed regarding current and active audit assigned. This includes the local agencies A-133 audits.

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- Maintain professional conduct.

**Characteristics:**

- Customer Service – Personifies CSD's number one objective, which is to provide clear, correct, courteous, complete, concise and competent services to all internal and external customers.
- Leadership – Possesses a natural ability and keen desire to manage projects and mentor and guide staff, as well as internal and external customers. Demonstrates and encourages creativity and proactive problem-solving.
- Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles. Demonstrates the highest professional and legal ethics.
- Teamwork – Cooperates to achieve the department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Vision – Understands the context and mission of the Department both internal and external. Awareness of the Department's critical issues, and anticipates and influences the future. Has the ability to organize for success.
- Accountability – Makes decisions and remains accountable for those decisions.
- Reliability – Understands the importance of meeting timelines and work priorities.
- Staff Development – To best serve both our internal and external customers, CSD's management team reflects, understands and is sensitive to the diversity of the people we serve.

**Supervision Received:**

The Associate Management Auditor receives general direction from the Staff Management Auditor.

**Supervision Exercised:** N/A

**Administrative Responsibility:**

Adhere to federal, state and CSD laws, rules, policies and procedures pertaining to the audit function.

**Personal Contacts:**

The Associate Management Auditor has daily contact with departmental management and staff, key personnel at local contractors, control agency representatives, and other state agency personnel.

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**Actions and Consequences:**

Failure to perform the auditing duties could result in the department's loss of funds and adverse audit findings.

**Job Requirements:**

Activities required to perform the essential functions of the position include the ability to sit, stand, speak, hear, see, type, read, and comprehend written and oral instructions, manuals and correspondence, and reason logically.

**I have read and understand the duties assigned as described above:**

**YES**

\_\_\_\_\_

**NO**

\_\_\_\_\_

Can you perform the essential functions of the position with or without reasonable accommodations? (If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from the Human Resource Office, Reasonable Accommodation Coordinator.)

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Date